



LAMONT HIGH SCHOOL COUNCIL CONSTITUTION

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NAME

1. The name of the School Council shall be The Lamont High School Council of Lamont, Alberta.

MISSION

2. The mission of our School Council is to foster the well-being and effectiveness of our school community by being an active partner in student learning.

VISION

3. Partners in Learning.

OBJECTIVES

4. The objectives of the council, in keeping with the School Act and the School Councils Regulation, are as follows:
 - (a) To provide advice (input) to the Principal on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and the School Education Plan.
 - (b) To support an approach to schooling in which decisions are made collaboratively and wherever possible at the school and classroom level
 - (c) To facilitate a satisfaction survey of our school council and to communicate the results of this survey to the school board and the school community
 - (d) To keep the school board informed - in cooperation with the principal - of the needs of the school
 - (e) To facilitate communication with all educational stakeholders and the community

MEMBERSHIP

5(A) The membership of the Council shall consist of the following:

- (a) The parent's role of students enrolled in Lamont High School is:
 - * to advise the Principal of your views on any matter relating to the school
 - * to consult with the Principal on any matter relating to the schoolto take advantage of opportunities to express views at regional and provincial meetings on such matters as the nature of schooling, curriculum development, provincial testing programs and the suitability of educational innovations



- * to work toward building a positive consensus-building school environment
- * to respect other council members
- * to respect the decision of the majority
- * to encourage parents and other community members to become involved
- * to resolve issues in the spirit of the best interest of the whole school
- * to help plan priorities for fundraising to benefit the whole school.

(b) Student representative's role - Senior High (one from Student Council; one from Principal's Council):

- * to help design policies
- * to advocate for a strong school council
- * to seek student views to share with the school council, and
- * to communicate information back to fellow students
- * to identify items needed that would benefit the whole school.

(c) The Principal's role of the school is:

- * to implement policies of Alberta Education and the local board of education
- * to provide instructional leadership in the school
- * to ensure instruction is consistent with the approved courses of study and education program
- * to ensure standards of education are met
- * to evaluate programs
- * to direct the management of the school
- * to maintain order and discipline
- * to promote cooperation between the school and the community
- * to evaluate teachers
- * to supervise the evaluation and advancement of students
- * to identify items needed that would benefit the whole school
- * to ensure the School Act will apply in all areas.

(d) The teacher's role of the school is:

- * to serve as a member of the School Council (if chosen to represent teaching staff)
- * to provide assistance and ideas for the teacher representatives on the School Council
- * to support the actions and decisions of the School Council
- * to ensure a teacher voice is expressed in all decisions which affect teaching and learning



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- * to promote a collaborative, collegial model of decision making at the school and for the School Council
- * to encourage parents and the community to become involved in school activities
- * to communicate information back to fellow teachers
- * to identify items needed that would benefit the whole school.

(e) Members of the community:

The community representative on the School Council will play a strong role in bringing the community perspective into the school. He or she will assist the school in building partnerships with the community members and help build lines of cooperation to enhance student learning.

(f) School Trustee's role is:

- * to develop consultative structures so all community stakeholders have opportunities for meaningful input into decisions about education in that community
- * to delegate to the school councils responsibilities in accordance with the delegation
- * to develop mechanisms for reporting to parents and taxpayers on student achievement and the performance of the school system
- * to consult with education partners on changes to programs and instructional approaches
- * to determine the types of educational programs the community needs and wants and endeavour to provide such programs
- * to establish an appeal process or conflict resolution procedure for school councils.

5(B) For the purpose of voting at the general meeting the majority of voting members must be parents of students enrolled in the school.

5(C) The membership of the executive committee shall consist of the following:

- (a) the principal of the school
- (b) a teacher of the school - elected by staff
- (c) Three parents of students from the school elected by parents at a meeting called for this purpose
- (d) appointed Foundation representative.

**OFFICERS**

6. The executive committee will elect from its membership the following officers: a chair, a vice-chair, a secretary and a Foundation representative.
- (a) Every member of the council is eligible to be elected as an officer of the council.
 - (b) The officers will be elected for a one-year term at the first regular meeting of the school council in the school year to a maximum of two years.
 - (c) The terms of office shall run from Annual Meeting to Annual Meeting.

DUTIES OF THE OFFICERS

7. (a) **THE CHAIR**
The chair shall be responsible for planning the agendas for meetings, facilitating the meetings, acting as a spokesperson for the council, and generally supervising the council. The chair will present the annual report to the school board. The chair will assign a member to attend COSC meetings and be responsible for forwarding the School Council plan to the Foundation.
- (b) **THE VICE-CHAIR**
The vice-chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair.
- (c) **THE SECRETARY**
The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the executive members.
- (d) **FOUNDATION REPRESENTATIVE**
The Foundation representative shall be responsible for reporting all financial transactions of the Foundation, presenting an account of the funds to the members and preparing the accounts for auditing.

VACANCIES

8. With the exception of the council position filled by the principal, the school council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are elected at the next annual school community general meeting.



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COMMITTEES

9. A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

(a) **THE LAMONT HIGH SCHOOL FOUNDATION**

The Lamont High School Foundation is a body separate from the School Council. The School Council will ask the Lamont High School Foundation to raise any funds necessary to achieve School Council goals.

This committee shall be chaired by the Foundation representative, shall present the annual budget, shall be responsible for preparing the annual financial report and shall coordinate the fundraising activities of the Council.

MEETINGS

10. (a) The first meeting of the School Council shall be held 14 days after the Annual Meeting.

(b) The School Council shall meet at least five times during the school year.

(c) Regular meetings will be held on the last Thursday of the month, or as deemed necessary by the executive committee.

(d) Plans and budget finalized for the upcoming year no later than the end of November notwithstanding emergent items which are formally brought forward in a written letter to be voted on at the next School Council meeting.

(e) School personnel concerns shall not be discussed at School Council meetings. Parents with concerns are encouraged to present their concerns directly to the teacher/Principal.

(f) Election for the representatives of the parent community will take place before May 30 of each year. All parents of students attending the school are eligible for election.

(g) Meetings will take place at the school.

(h) Special meetings of the School Council may be called by the executive or at the written request of 10 parents of the school community to be held in five days.

(i) Six members shall constitute a quorum with the majority being parents.

**VOTING PROCEDURES**

11. (a) Decisions at council meetings will be made by motions and votes.
- (b) When a vote is taken, the motion must be moved and seconded and pass by a 51 percent majority.
- (c) The majority of voting members must be parents of students enrolled in the school.
- (d) The Principal, in accordance with the School Act, reserves the right to table any vote pending further consultation.

ANNUAL MEETING

- 12 (a) The annual meeting of the School Council shall be held not later than 30 days after the first instructional day of the school year.
- (b) The meeting will be advertised throughout the school and the community at least 21 days in advance.
- (c) All parents of students attending the school are eligible to vote at the annual meeting.
- (d) The business of the annual meeting shall include:
 - * Annual Report of the previous year
 - * satisfaction survey of the School Council
 - * review of bylaws

ANNUAL REPORT

13. (a) In accordance with School Councils Regulation, the School Council, through the chair, must prepare and provide the school board with an annual report which includes:
 - * a summary of Council's activities for the year
 - * a financial statement
 - * copies of the minutes of each meetingby the end of September at the latest.



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- (b) The School Council shall make the report available to all concerned members of the school community.

AMENDMENTS TO THE BYLAWS

- 14. (a) The Constitution and Bylaws may be amended at any regular council meeting.
- (b) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

CONFLICT RESOLUTION PROCEDURES

- 15. (a) In accordance with s.17 (7.1) School Act, 1995, the School Council will abide by the conflict resolution procedures outlined by the local school board.